

**CITY OF ADAIR**  
**INDEPENDENT ACCOUNTANTS' EXAMINATION REPORT**  
**FOR THE PERIOD**  
**JULY 1, 2012 THROUGH JUNE 30, 2013**

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## City of Adair

### Officials

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
Dennis Weigel	Mayor	Jan 2014
Donald Eggen	Council Member	Jan 2014
Jim Zimmerline	Council Member	Jan 2014
Larry Ludwig	Council Member	Jan 2016
James Snyder	Council Member	Jan 2016
Craig Wedemeyer	Council Member	Jan 2016
Michelle King	Clerk/Treasurer	Indefinite
Beverly Wild	Attorney	Indefinite



Diane McGrain, CPA  
Jim Menard, CPA

Independent Accountants' Examination Report

To the Honorable Mayor  
and Members of City Council:

We have performed an examination of the City of Adair pursuant to Chapter 11.6 of the Code of Iowa. Accordingly, we have applied certain tests and procedures to selected accounting records and related information of the City of Adair for the period July 1, 2012 through June 30, 2013. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants.

The procedures we performed are summarized as follows:

1. We reviewed selected City Council meeting minutes for compliance with Chapters 21, 372.13(6) and 380 of the Code of Iowa.
2. We reviewed the City's internal controls to determine if proper control procedures are in place and incompatible duties, from a control standpoint, are not performed by the same employee.
3. We reviewed security bond coverage for compliance with Chapter 64 of the Code of Iowa.
4. We obtained and reviewed the City Clerk's financial reports and selected bank reconciliations to determine whether the bank balances properly reconciled to the general ledger account balances and monthly financial reports provided to the City Council.
5. We reviewed City funds for consistency with the City Finance Committee's (CFC) recommended uniform chart of accounts and to determine required funds and fund balances are properly maintained and accurately accounted for.
6. We reviewed the City's fiscal year 2013 Annual Financial Report (AFR) to determine whether it was completed and accurately reflects the City's financial information.
7. We reviewed investments to determine compliance with Chapter 12B of the Code of Iowa.
8. We reviewed compliance with Chapters 12C.2, 12B.10B and 556.1(12) of the Code of Iowa pertaining to required depository resolutions, investment policy and reporting of unclaimed property to the State of Iowa.
9. We reviewed debt, including general obligation and revenue bonds/notes, and related transactions for proper authorization and compliance with Chapters 75, 384 and 403.9 of the Code of Iowa and to determine whether the debt and related proceeds and repayments were properly accounted for.
10. We reviewed and tested selected tax increment financing (TIF) transactions, including receipts, disbursements and transfers, for compliance and accurate accounting, including compliance with the TIF reporting requirements of Chapter 384.22 of the Code of Iowa.

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11. We reviewed the City's TIF debt certification forms filed with the County Auditor, including requests for collection of reduced TIF amounts and to decertify certain TIF obligations, as applicable, for proper support and compliance with Chapter 403.19(6) of the Code of Iowa.
12. We reviewed and tested selected receipts for accurate accounting and consistency with the CFC recommended chart of accounts.
13. We reviewed and tested selected disbursements for proper approval, adequate supporting documentation, accurate accounting and consistency with the CFC recommended chart of accounts and compliance with the public purpose criteria established by Article III, Section 31 of the Constitution of the State of Iowa.
14. We reviewed transfers between funds for propriety, proper authorization and accurate accounting.
15. We reviewed and tested selected payroll and related transactions for propriety, proper authorization and accurate accounting.
16. We reviewed the annual certified budget for proper authorization, certification and timely amendment.
17. We reviewed the status of previous report findings.

Based on the performance of the procedures described above, we identified various recommendations for the City. Our recommendations are described in the Detailed Recommendations section of this report. Unless reported in the Detailed Recommendations, items of non-compliance were not noted during the performance of the specific procedures listed above.

We were not engaged to and did not conduct an audit of the operations of the City of Adair, the objective of which is the expression of opinions on financial statements. Accordingly, we do not express opinions on the City's financial statements. Had we performed additional procedures, or had we performed an audit of the City of Adair, additional matters might have come to our attention that would have been reported to you.

This report, a public record by law, is intended solely for the information and use of the officials, employees and citizens of the City of Adair and other parties to whom the City of Adair may report. This report is not intended to be and should not be used by anyone other than these specified parties.

We would like to acknowledge the many courtesies and assistance extended to us by personnel of the City of Adair during the course of our examination. Should you have any questions concerning any of the above matters, we shall be pleased to discuss them with you at your convenience.

*Schroeder & Associates, P.C.*

December 12, 2013

## **Detailed Recommendations**

- (A) Segregation of Duties – One important aspect of internal control is the segregation of duties among employees to prevent an individual employee from handling duties which are incompatible. Generally, one individual has control over each of the following areas for the City:

- (1) Receipts – collecting, depositing, journalizing, and posting.
- (2) Payroll – preparation and distribution.
- (3) Utilities – preparing billings, collecting, assessing penalties, depositing and posting payments to customer accounts and recording payments in the City's utility system
- (4) Financial reporting – preparing and reconciling.
- (5) Journal entries – preparing and journalizing.

Recommendation – We realize segregation of duties is difficult with a limited number of employees. However, the City should review its control procedures to obtain the maximum internal control possible under the circumstances utilizing currently available staff, including elected officials. Independent reviews of reconciliations and journal entries should be evidenced by the signature or initials of the reviewer and the date of the review.

- (B) City Library Department - All accounting functions are handled by one individual without adequate compensating controls.

Recommendation - The Library Department should segregate accounting duties to the extent possible.

- (C) Deposits and Investments –A resolution naming official depositories has been adopted by the City Council as required by Chapter 12C.2 of the Code of Iowa. However, all depositories used by the City were not included in the resolution

Recommendation –The City Council, by resolution, should approve amounts sufficient to cover anticipated balances at all approved depositories as required by Chapter 12C.2 of the Code of Iowa.

- (D) City Council Minutes – Chapter 372.13(6) of the Code of Iowa requires minutes of all City Council proceedings be published within fifteen days of the meeting. Minutes for three of four meetings tested were not published within fifteen days. Also, a summary of receipts and disbursements by fund for each month was not published.

Recommendation – The City should comply with the Code of Iowa and publish City Council minutes within fifteen days, as well as a summary of receipts and disbursements by fund for each month.



- (E) Payroll Transactions – We noted no documentation of review and approval of department head time cards.

Recommendation – The Mayor should review and initial department head time sheets when signing their payroll checks.

- (F) Bank Reconciliations – For the two months tested, bank reconciliations did not agree with the general ledger due to incorrect adjustments made to correct transactions.

Recommendation – The City should establish procedures to ensure bank and investment account balances are reconciled to the general ledger monthly. Variances, if any, should be reviewed and resolved timely.

- (G) Utility Reconciliations – Utility billings, collections and delinquent accounts were not reconciled throughout the year.

Recommendation – Procedures should be established to reconcile utility billings, collections and delinquencies for each billing period and to reconcile collections to deposits. The Council or a Council-designated independent person should review the reconciliations.

- (H) Certified Budget – Disbursements during the year ended June 30, 2013 exceeded the amounts budgeted in the community and economic development and debt service functions. Chapter 384.20 of the Code of Iowa states, in part, “Public monies may not be expended or encumbered except under an annual or continuing appropriation.”

Recommendation – The budget should have been amended in accordance with Chapter 384.18 of the Code of Iowa before disbursements were allowed to exceed the budget.

- (I) Deficit Fund Balances – At June 30, 2013, the City had the following deficit balances:

Enterprise:

Sewer	\$ 767,218
Debt Service	1,935

Recommendation – The City should investigate alternatives to eliminate these deficits in order to return these funds to a sound financial position.



- (J) Inactive Capital Projects – The City has inactive sewer capital project account balances in the Capital Projects Fund.

Recommendation – The City should make the necessary transfers to close these inactive accounts. The Capital Projects Fund balance of \$643,491 should be closed to the Sewer Fund.

- (K) Excess Balances – The balances in the Special Revenue Fund, Road Use Tax account and the Enterprise Fund, Water account were in excess of the disbursements made from each fund during the year

Recommendation – The City should consider the necessity of maintaining the excess balances, and where financially feasible, consider reducing the balance in an orderly manner through revenue reductions.

- (L) Revenue Notes – The Sewer Enterprise Fund net receipts for the year ended June 30, 2013, were insufficient to cover debt service. The City has not established a sewer revenue note sinking account as required by the provisions of the sewer revenue note resolution.

Recommendation – The Sewer Bond Resolution requires that rates be sufficiently set to fund the operations of the Sewer Enterprise Fund and service debt requirements. The City should review alternatives to meet this requirement. The City should establish the sinking account and make the monthly transfers required.

- (M) Investment Income – Interest on the cemetery perpetual care checking account was recorded in the Cemetery Perpetual Care Fund.

Recommendation – In accordance with Chapter 566.16 of the Code of Iowa, the interest should be recorded in the cemetery operations fund.

- (N) Urban Renewal Tax Increment Financing Debt – The City certified debt to the county for costs paid by the General Fund. However, a formal action was not taken by the City Council to approve the interfund loan.

Recommendation – Any TIF debt incurred internally should be documented as debt before it is certified and repayment of this debt should be tracked.

- (O) Urban Renewal Annual Report – The urban renewal annual report was not certified to the Iowa Department of Management on or before December 1.

Recommendation – The City should file the annual report and ensure the cash balances and debt amounts reported on the Levy Authority Summary agree with the City's records.

- (P) Credit Card Policy – The City has credit cards for use by various employees while on City business. The City has not adopted a formal policy to regulate the use of the credit cards and to establish procedures for the proper accounting of credit card charges.

Recommendation – The City should adopt a formal written policy regulating the use of City credit cards. The policy, at a minimum, should address who controls credit cards, who is authorized to use credit cards and for what purposes, as well as the types of supporting documentation required to substantiate charges.

- (Q) Separately Maintained Records – The City of Adair Library Board maintains the accounting records pertaining to the operations of the library. These transactions and the resulting balances are not recorded in the Clerk's records.

Recommendation – Chapter 384.20 of the Code of Iowa states, in part, "A city shall keep accounts which show an accurate and detailed statement of all public funds collected, received, and expended for any city purpose." For better accountability, financial and budgetary control, the financial activity and balances of all City accounts should be included in the City's accounting records.